

3.0 ANALYSIS PHASE

- 3.1 Information Requirements Analysis
- 3.2 Forms Analysis
- 3.3 File Analysis
- 3.4 Reports Analysis
- 3.5 Conversion Plan Analysis
- 3.6 Preliminary and Alternative Design(s)
- 3.7 Management Presentation (Check Point)

classification

## COMPUTER SERVICES REQUEST FORM

REQUESTING OFFICE

OCS/MSD/M&amp;PB

COMPONENT

2654000

REQUESTOR'S CONTROL NO.

HR-064

REQUESTOR'S NAME

EXTENSION

DATE

5 June 70

SERVICE REQUESTED (use additional sheets if necessary)

It is requested that sufficient man hours be approved  
to accomplish the Analysis Phase of Project POLAND  
in the Human Resources Systems of the SIPS effort.

 TARGET DATE FOR COMPLETION  
27 July 70

APPROVED BY

DO NOT WRITE BELOW

TYPE OF REQUEST (code)

D

DATE RECEIVED

8 JUNE 1970

OCS TASK NO.

9 2967

PROJECT NAME

25428 POLAND

EST. MANHOURS

160

SPECS RECEIVED (DATE)

8 JUNE 1970

ASSIGNED TO

 ESTIMATED COMPLETION DATE  
27 July 70

DATE COMPLETED

30 Nov 71

ACTUAL MANHOURS

REMARKS

AS OF 11 JUL 70 - 108 Hours expended - 67% complete

 30 JUL 70 - Estimated manhours changed to 320  
Completion date adjusted to 30 Sep 1970  
Adjustment Code - E

 25 SEP 70 - Estimated manhours changed to 400  
Completion date adjusted to 16 Nov 1970  
Adjustment Code - 'R'

9 Nov 70 - Completion date adjusted to 15 Jan 71 - Adjustment Code 'R'

20 Jan 71 - Completion date adjusted to 26 Feb 71 - Adjustment Code 'R'

16 Feb 71 - Completion date adjusted to 17 Apr 71 - Adjustment Code 'R'

 Incorporated  
in report  
Staffing  
work sheet  
May 71

 AS OF 5 SEP 70  
269 Hours  
EXPENDED

 AS OF 17 OCT 70  
283 hours expended

[illegible]

STAT

PREPARED BY: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>		DATE PREP: <b>8 Jun</b>		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE				HRS-FORM 1	
DATE SUBMITTED FOR REVIEW: <b>6/8/70</b>									
REVIEWED BY: <b>UC</b>		DATE REVIEW: <b>6/8/70</b>		<b>NO HRS-FORM 2 REQUIRED</b>				Page <b>2</b> of <b>7</b>	
SYSTEM: <b>STAFFING</b>									
PROJECT: <b>POLAND</b>		TYPE SA P	MAN DAYS TO COMPLETE ESTM ACT	START		COMPLETE		TASK RESPONSI- BILITY	ASSIGNED PERSONNEL
Phase : <b>Analysis</b>				SCHED.	ACT.	SCHED.	ACT.		
TASK DEFINITION									
<b>3.2 Forms Analysis</b>  <b>Design a preliminary version of POSITION-LANGUAGE input form</b>			1	9 june 70		9 june 70	STAT		

STAT

PREPARED BY: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>		DATE PREP <b>8 Jun 70</b>		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE				HRS-FORM 1			
DATE SUBMITTED FOR REVIEW: <b>6/8/70</b>		DATE REVIEW: <b>6/8/70</b>		<b>NO HRS-FORM 2 REQUIRED</b>				Page 3 of 7			
REVIEWED BY: <b>WC</b>											
SYSTEM: <b>STAFFING</b>											
PROJECT: <b>POLAND</b>											
Phase : <b>Analysis</b>											
TASK DEFINITION		TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSI- BILITY	ASSIGNED PERSONNEL
		SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	STAT ACT.		
3.3 File Analysis				1			10 June 70		10 June 70		
A. Prepare Form 3178 - Field Reference Control Sheet											
B. Prepare Form 2968 - Record Format Description											
C. Design preliminary file layout											
D. Prepare a list of data items that have been added and/or deleted and reasons.											

STA PREPARED BY:  DATE PREP: 8 Jun

DATE SUBMITTED FOR REVIEW: 6/8/70

REVIEWED BY: *UC* DATE REVIEW: 6/8/70

SYSTEM: **STAFFING**

PROJECT: **POLAND**

Phase : **Analysis**

HUMAN RESOURCES SYSTEMS  
TASK SCHEDULE & ESTIMATE

HRS-FORM 1

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**NO HRS-FORM 2  
REQUIRED**

TASK DEFINITION	TYPE		MAN DAYS TO COMPLETE	START		COMPLETE		TASK RESPONSI- BILITY	ASSIGNED PERSONNEL
	SA	P		SCHED.	ACT.	SCHED.	STAT ACT.		
<b>3.4 Report Analysis</b>  Analyze the Language Control Register and determine what modifications, if any, are necessary.			1	11 Jun 70		11 Jun 70			

STAT	PREPARED BY: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	DATE PREP: 6/8/70	HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE						HRS-FORM 1					
DATE SUBMITTED FOR REVIEW: 6/8/70			NO HRS-FORM 2 REQUIRED						Page 5 of 7					
REVIEWED BY: <i>WC</i>			DATE REVIEW: 6/8/70											
SYSTEM: <b>STAFFING</b>														
PROJECT: <b>POLAND</b>			TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSI- BILITY		ASSIGNED PERSONNEL	
Phase : <b>Analysis</b>			SA P		ESTM ACT		SCHED. ACT.		SCHED. ACT.					
TASK DEFINITION														
3.5 Conversion Plan Analysis					1		12 Jun 70		12 Jun 70					
Machine Conversion														
Organize a conversion plan to convert data from the old system to the new system.														

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PREPARED BY: <input type="text"/>		DATE PREP: 6/8/70		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE				HRS-FORM 1					
DATE SUBMITTED FOR REVIEW: 6/8/70		DATE REVIEW: 6/8/70		NO HRS-FORM 2 REQUIRED				Page 6 of 7					
REVIEWED BY: <i>WC</i>													
SYSTEM: STAFFING													
PROJECT: POLAND													
Phase : Analysis													
TASK DEFINITION		TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSI- BILITY		ASSIGNED PERSONNE	
		SA P		ESTM ACT		SCHED. ACT.		SCHED. STAT ACT.					
3.6 Preliminary and Alternative Design Recommendation				13		15 Jun 70		24 Jul 70					
Prepare a preliminary design recommendation.													
NOTE: Three weeks leave (vacation) was taken into account when estimating the completion date of this phase.													



DATE PREP: 6/8/70	HUMAN RESOURCES SYSTEMS				HRS-FORM 1				
DATE SUBMITTED FOR REVIEW: 6/8/70	TASK SCHEDULE & ESTIMATE								
REVIEWED BY: WC	DATE REVIEW: 6/8/70	NO HRS-FORM 2 REQUIRED				Page 7 of 7			
SYSTEM: STAFFING									
PROJECT: POLAND		TYPE	MAN DAYS TO COMPLETE	START		COMPLETE		TASK RESPONSIBILITY	ASSIGNED PERSONNEL
Phase : Analysis		SA P	ESTM ACT	SCHED.	ACT.	SCHED.	STAT ACT.		
TASK DEFINITION									
3.7 Management Presentation			2	27 Jul 70		27 Jul 70			
Prepare management presentation and brief management as required.									

STAT PREPARED BY: <input type="text"/>		DATE PREP: 6/19/70		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE				HRS-FORM 2			
DATE SUBMITTED FOR REVIEW: 6/19/70				Page 1 of 1							
REVIEWED BY: <i>WC</i>		DATE REVIEW: 6/23/70									
SYSTEM: Staffing											
PROJECT: Poland				TYPE		START		COMPLETE		TASK RESPONSI- BILITY	ASSIGNED PERSONNEL
Phase :				SA	P	MAN DAYS TO COMPLETE					
TASK DEFINITION				SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.
1) Design Position Language Control Form.											
2) Prepare user instructions for use of form.											
3) Prepare a set of examples of use.											
4) Brief representatives of Language School in the use of the form.										STAT	
				X		4	4	18 June 1970	18 June 1970	19 June 1970	19 June 1970